WORD SIGNS MADE EASY

Mrs. M. A. Hardcastle

Z
56
H252

Class Z 56

Book .H 252

Copyright No.

COPYRIGHT DEPOSIT.

1902

WORD SIGNS MADE EASY

or

Word-Sign Sentence Dictation Book

BY

MRS. M. A. HARDCASTLE

Published at Atlantic City, New Jersey
by Mrs. M. A. Hardcastle, Mensing Bldg.

THE LIBRARY OF
CONGRESS,
TWO COPIES RECEIVED
SEP. 30 1902
COPYRIGHT ENTRY
June 24-1902
CLASS a XXc. No.
3 6 1 0 4
COPY B.

Entered according to Act of Congress,
in the year 1900, by
M. A. HARDCASTLE
in the office of the Librarian of Congress,
at Washington, D. C.

International Copyright.

Preface.

THIS book is devoted entirely to word signs. Sentences have been made from word signs almost exclusively, and have been prepared with great care in order that all the word signs would be embraced in as few sentences as possible, so that the pupil in writing these exercises will soon become familiar with the word signs, without first having to commit them to memory and then use them in writing afterward, which is double work.

The greatest task the pupil has in the primary work of the study of shorthand, is to commit the word signs. Then after they think they have them thoroughly learned, and attempt to take them out of the list and start to write, they find they still are not sure of position, which makes slow work for the student, and tedious for the teacher to watch carefully and see that they use them properly, *as word signs must go to their position.*

The correct signs are here placed under the longhand words and the pupil writes the sentences correctly and learns the word signs while he writes, thus taking away the feeling "I can never commit them," which every student experiences when the word signs are reached, and many have become discouraged and would not go on with the work on that account. I have tried the method adopted by this book and find that the pupil after writing the sentences a few times knows the signs, and rather enjoys writing them; hence "Word Signs Made Easy," is of value to both student and teacher.

Introduction.

THE object of this book, "Word Signs Made Easy," is to lessen the work of both teacher and pupil, by making what has heretofore been a "bug-bear" to every shorthand learner, a pleasant and agreeable task.

If the student writes and re-writes these sentences, which contain all the Pitmanic word signs, he will have unconsciously committed them without knowing *when* or *how* but they will be *there,* ready for use, in their proper positions, when he is ready for dictation.

The use of this book does not necessarily shorten the Course —simply a triumph over the old method of memorizing long lines of abstract words in groups like the following, "by, be, to-be,"— "each, which, much," etc., which most surely retards speed in writing, long after the student is doing practical work in phonography, as he will invariably stop to say the group in his mind before writing the character in its right position, therefore I can recommend this work for use in all schools and colleges using the Pitmanic system, as one of the greatest helps of the age.

To the Student.

HAVING familiarized yourself with the word signs, etc., set forth in this book, your next step is to take dictation and transcribe same on the typewriter. Before doing so, a few words might be said in regard to this important part of your work. There is a tendency on the part of so many pupils to hurry, thinking that speed is the one necessary requisite to success. Do not do this, but rather cultivate the habit of carefulness from the first, especially do not strike wrong letters on the machine, and if you do, either erase neatly or re-write. Do not place your work on file for correction until you have looked over it carefully, correcting all errors you may find; this will help the teacher in forming an opinion of your general work. You may read your notes well and may transcribe quickly, but if the copy appears on the file full of mistakes, the teacher cannot help but think that such student will not make a successful stenographer; therefore, in order to make yourself a valuable office assistant, be neat, careful, accurate, and above all, do not speak business matters outside of your office, and you will by so doing command the confidence and respect of your employer.

VOWEL AND DIPHTHONG SIGNS.

Light Ticks.

· the	\ of	| or	/ on-he
. a . an-and	\ to	| but	/ should

Heavy Ticks.

\ all	| already	| awe	/ ought-aught
\ two-too	| before	| 0	/ who
		| owe-oh	

⊂ we-with	∨ I	⊃ what
⊂ were	∧ how	⊃ would

∪ ye-year	∩ beyond
∪ yet	∩ you

Brief "W" scale according to Dot and Dash Vowel sounds.

Heavy Dot and Dash vowel sounds.

⊂ wē	⊃ wa̧w
⊂ wā	⊃ wŏ
⊂ wȧh	⊃ wo͝o

Light Dot and Dash vowel sounds.

⊂ wĭ	⊃ wŏ
⊂ wĕ	⊃ wŭ
⊂ wă	⊃ wo͝o

Brief "Y" scale according to Dot and Dash vowel sounds.

Heavy Dot and Dash vowel sounds.

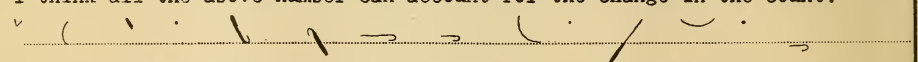
∪ yē	∩ ya̧w
∪ yā	∩ yŏ
∪ yȧh	∩ you

Light Dot and Dash vowel sounds.

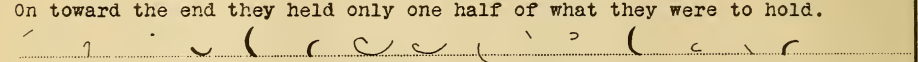
∪ yĭ	∩ yŏ
∪ yĕ	∩ yŭ
∪ yă	∩ yo͝o

1. I said you should not pay a dollar for that article. It is too much.

2. I think all the above number can account for the change in the count.

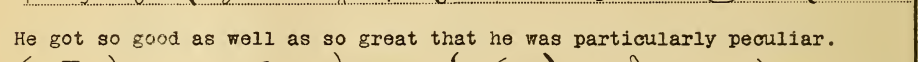


3. On toward the end they held only one half of what they were to hold.

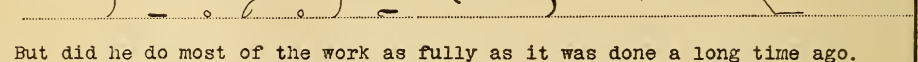


4. It would yet be well with you and yours if ye would keep none of them

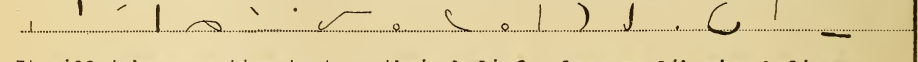
5. He got so good as well as so great that he was particularly peculiar.



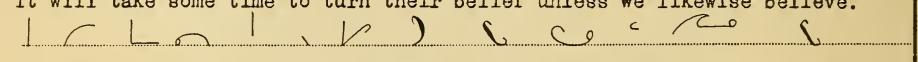
6. But did he do most of the work as fully as it was done a long time ago.



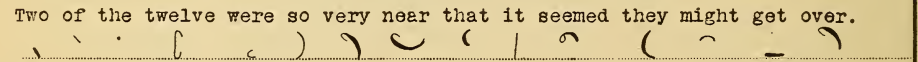
7. It will take some time to turn their belief unless we likewise believe.



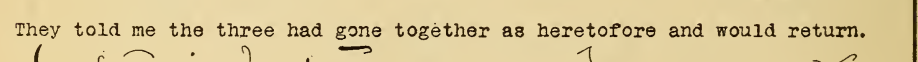
8. Two of the twelve were so very near that it seemed they might get over.



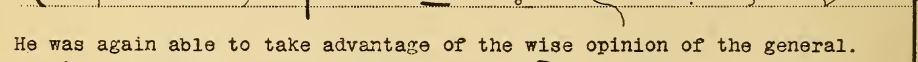
9. They told me the three had gone together as heretofore and would return.



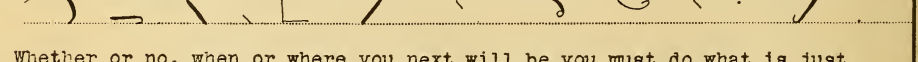
10. He was again able to take advantage of the wise opinion of the general.



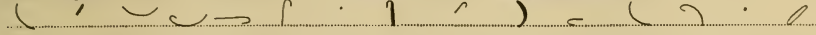
11. Whether or no, when or where you next will be you must do what is just.



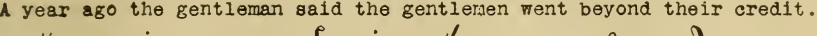
12. If you look up the fact that followed, there were really a thousand there.



13. For aught any one can tell the dear child was cared for from the first.



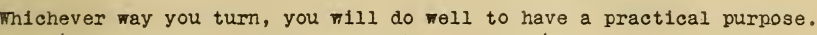
14. A year ago the gentleman said the gentlemen went beyond their credit.



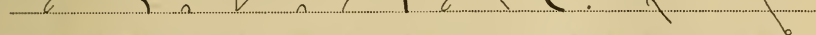
15. The work of yesterday was gone over to render report of phonographer.

16. Whichever way you turn, you will do well to have a practical purpose.

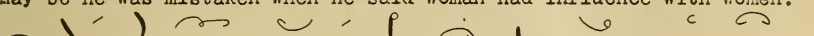
17. May be he was mistaken when he said woman had influence with women.



18. Nevertheless the letter probably gave the character of the business.



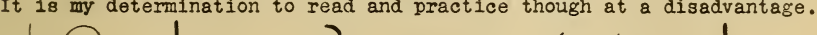
19. It is my determination to read and practice though at a disadvantage.



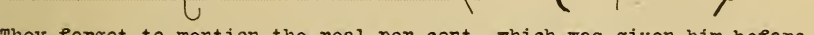
20. They forgot to mention the real per cent. which was given him before.

21. It is evident that the true characteristic of man is to follow danger.

22. More than ten came in answer to call of the Committee to take territory.

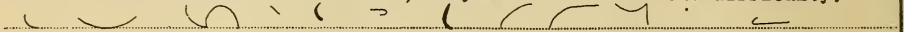


23. About the quality of the merchandise, it might make little difference.



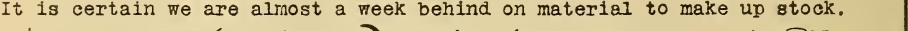
24. The thought was this, that sometime they had read their part better.

25. After another failure of that kind, they will look into the difficulty.

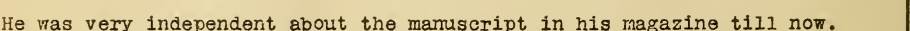


26. Surely it is necessary the firm be in earnest about common necessity.

27. It is certain we are almost a week behind on material to make up stock.

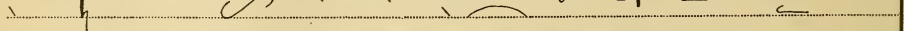


28. He was very independent about the manuscript in his magazine till now.

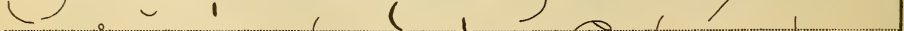


29. To determine the relation of spirit to matter is indeed quite difficult.

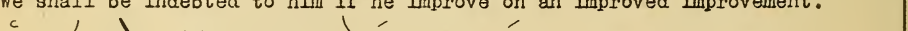
30. If she has not already thanked them before, she must thank each at once.



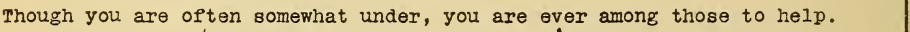
31. We shall be indebted to him if he improve on an improved improvement.



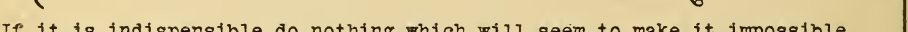
32. Though you are often somewhat under, you are ever among those to help.



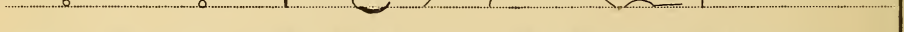
33. If it is indispensible,do nothing which will seem to make it impossible.



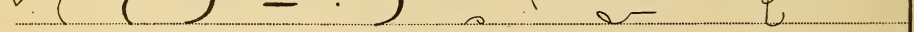
34. I think they usually give the usual amount of stenographic instruction.



35. Nobody will arrange to appear against the testament,however inconsistent

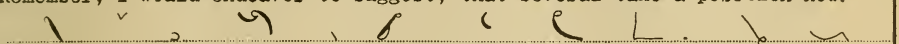


36. Mr. and Mrs., with the Misses, went from the United States to England.

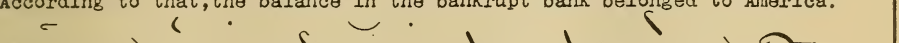


37. It's enough that every eye is on the Holy Land, peopled with His people.

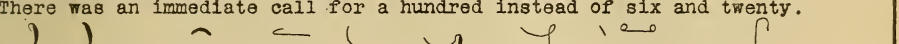
38. Remember, I would endeavor to suggest, that several take a position now.



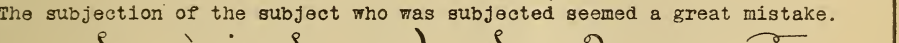
39. According to that, the balance in the bankrupt bank belonged to America.



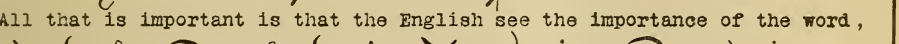
40. There was an immediate call for a hundred instead of six and twenty.



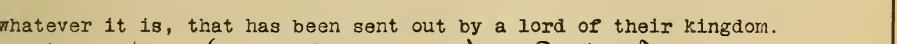
41. The subjection of the subject who was subjected seemed a great mistake.



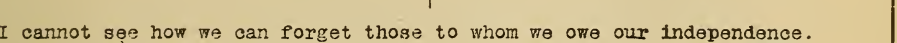
42. All that is important is that the English see the importance of the word,



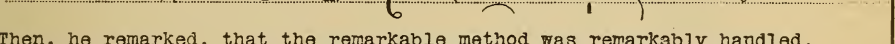
43 whatever it is, that has been sent out by a lord of their kingdom.



44. I cannot see how we can forget those to whom we owe our independence.

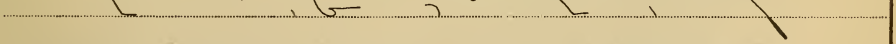


45. Then, he remarked, that the remarkable method was remarkably handled.



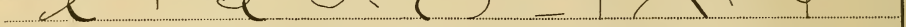
46. The practicability of phonographic art is practicable to the public.

47. A similarity of thought came similarly to both in a similar manner.



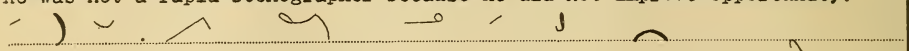
48. We could not ascertain the duration of time during which he was alone.

49. Wheresoever or whensoever any of them shall come it will be of interest.

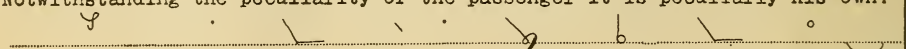


50. Neither of the men may be called immediately but perhaps a month hence.

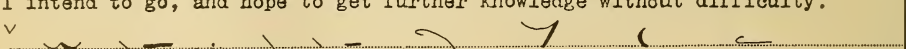
51. He was not a rapid stenographer because he did not improve opportunity.



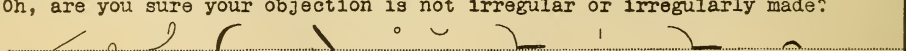
52. Notwithstanding the peculiarity of the passenger it is peculiarly his own.



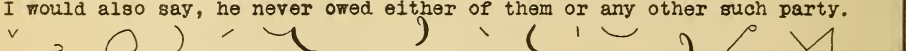
53. I intend to go, and hope to get further knowledge without difficulty.



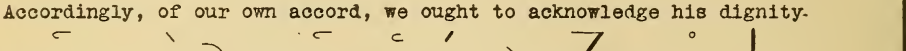
54. Oh, are you sure your objection is not irregular or irregularly made?



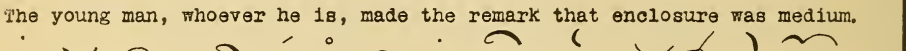
55. I would also say, he never owed either of them or any other such party.



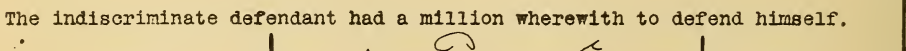
56. Accordingly, of our own accord, we ought to acknowledge his dignity.



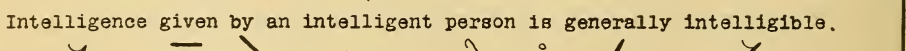
57. The young man, whoever he is, made the remark that enclosure was medium.



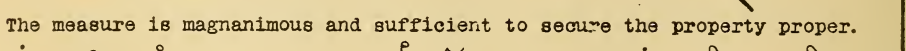
58. The indiscriminate defendant had a million wherewith to defend himself.



59. Intelligence given by an intelligent person is generally intelligible.

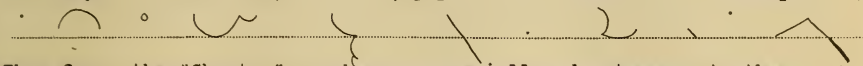


60. The measure is magnanimous and sufficient to secure the property proper.

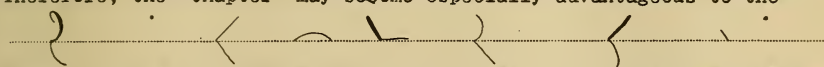


61. Nor was it mere humor or more honor that the Honorable was near owner.

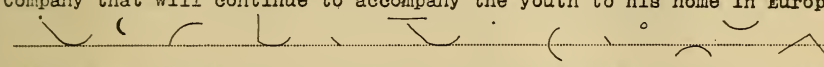
62. The lawyer is efficient, faithful, popular and essential to the Republic.



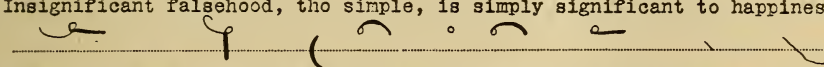
63. Therefore, the "Chapter" may become especially advantageous to the



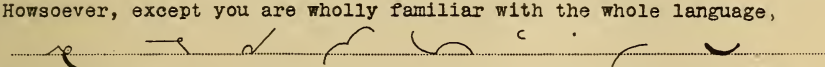
64. Company that will continue to accompany the youth to his home in Europe.



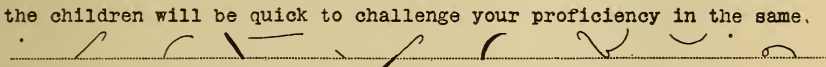
65. Insignificant falsehood, tho simple, is simply significant to happiness.



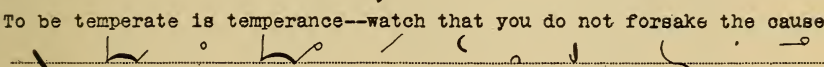
66. Howsoever, except you are wholly familiar with the whole language,



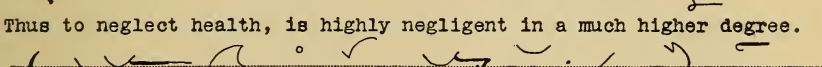
67. the children will be quick to challenge your proficiency in the same.



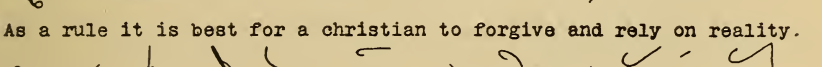
68. To be temperate is temperance--watch that you do not forsake the cause.



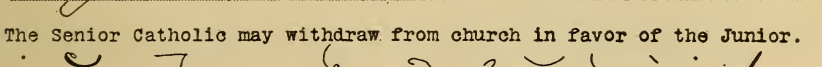
69. Thus to neglect health, is highly negligent in a much higher degree.



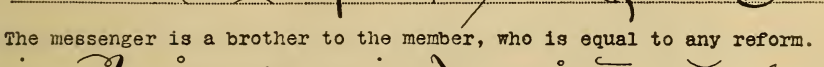
70. As a rule it is best for a christian to forgive and rely on reality.



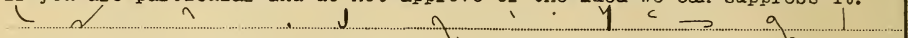
71. The Senior Catholic may withdraw from church in favor of the Junior.



72. The messenger is a brother to the member, who is equal to any reform.

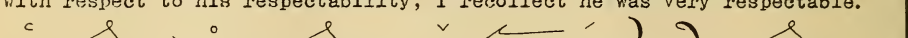


73. If you are particular and do not approve of the idea we can suppress it.

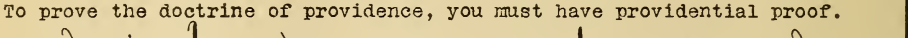


74. I am aware, they always disagree when they describe anything domestic.

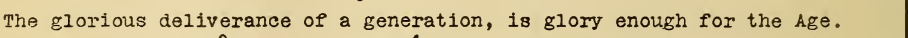
75. With respect to his respectability, I recollect he was very respectable.



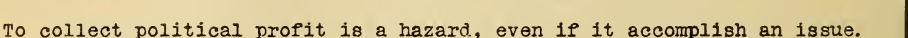
76. To prove the doctrine of providence, you must have providential proof.



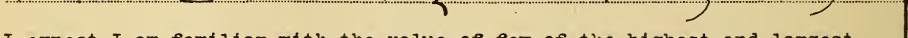
77. The glorious deliverance of a generation, is glory enough for the Age.



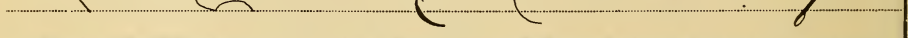
78. To collect political profit is a hazard, even if it accomplish an issue.



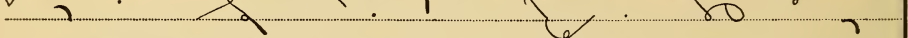
79. I expect I am familiar with the value of few of the highest and largest.



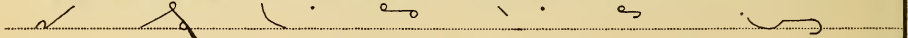
80. I heard the responsibility of a doctor, professor and postmaster is hard



81. You are responsible for the consequence of the consequent communication.

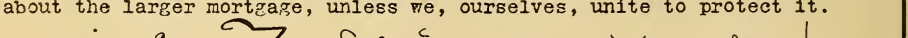


82. In compliance with request, I will recommend him to speak this afternoon.



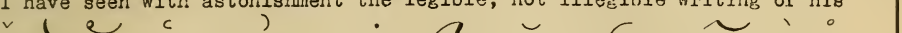
83. about the larger mortgage, unless we, ourselves, unite to protect it.

84. I calculate they will allow report of railroad to be made public annually.

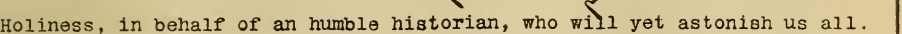


85. Roll call--then, forward, onward, was a frequent,awful,universal command.

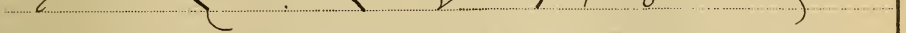
86. I have seen with astonishment the legible, not illegible writing of his



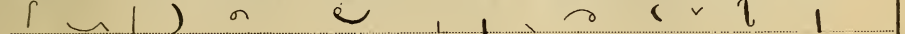
87. Holiness, in behalf of an humble historian, who will yet astonish us all.



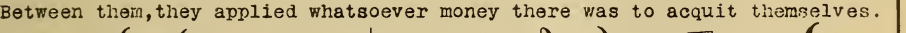
88. Until now it was somewhat singular but due to myself that I derive aid.



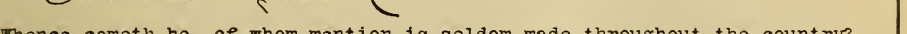
89. Between them,they applied whatsoever money there was to acquit themselves.



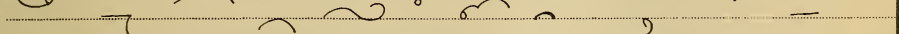
90. Whence cometh he, of whom mention is seldom made throughout the country?



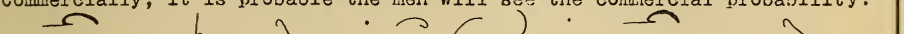
91. Commercially, it is probable the men will see the commercial probability.



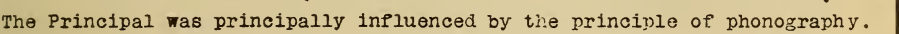
92. The Principal was principally influenced by the principle of phonography.



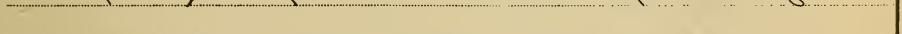
93. I refer to the regular regularity by which somebody was regularly sent.



94. If we did differ, we differed in a different way from men generally.

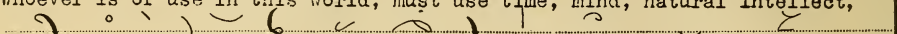


95. I am already satisfied that to satisfy anybody, will be satisfactory.



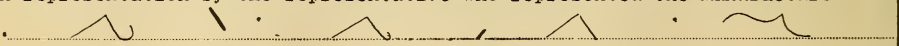
96. The satisfaction appeared to dissatisfy, but it will enlarge the estate.

97. Whoever is of use in this world, must use time, mind, natural intellect,

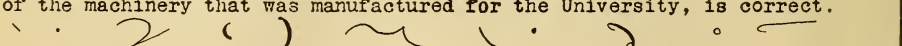


98. hand and heart with care, that the universe be better for his existence.

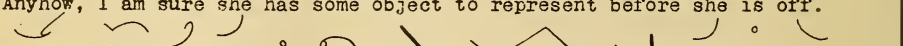
99. A representation by the representative who represented the manufacture



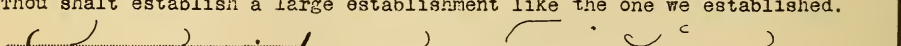
100. of the machinery that was manufactured for the University, is correct.



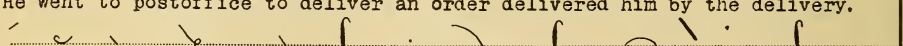
101. Anyhow, I am sure she has some object to represent before she is off.



102. Thou shalt establish a large establishment like the one we established.

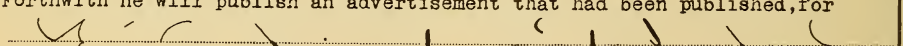


103. He went to postoffice to deliver an order delivered him by the delivery.

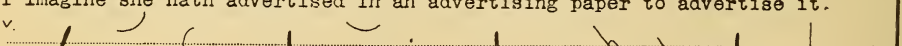


104. However the capable stenographer remembered her capability with pleasure.

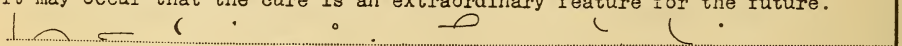
105. Forthwith he will publish an advertisement that had been published, for



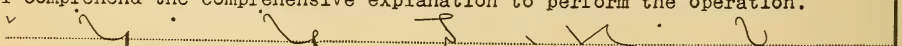
106. I imagine she hath advertised in an advertising paper to advertise it.



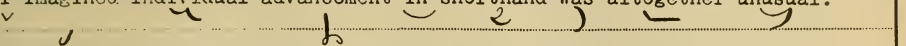
107. It may occur that the cure is an extraordinary feature for the future.



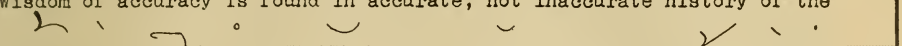
108. I comprehend the comprehensive explanation to perform the operation.



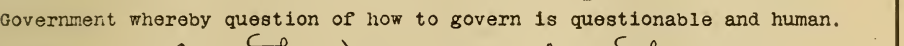
109. I imagined individual advancement in shorthand was altogether unusual.



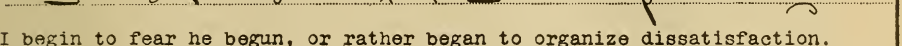
110. Wisdom of accuracy is found in accurate, not inaccurate history of the



111. Government whereby question of how to govern is questionable and human.

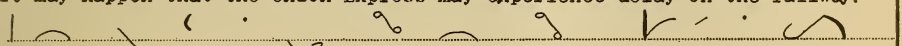


112. I begin to fear he begun, or rather began to organize dissatisfaction.

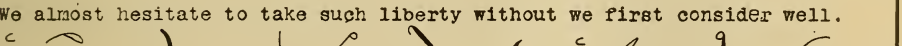


113. It may happen that the Union Express may experience delay on the railway.

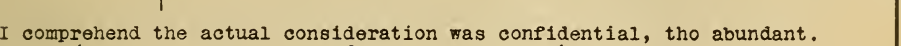
114. We almost hesitate to take such liberty without we first consider well.



115. I comprehend the actual consideration was confidential, tho abundant.

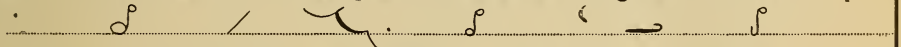


116. The circumstances which envelop a circumstance that gave circumstantial

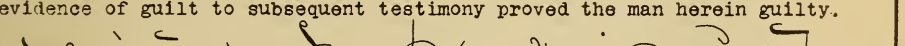


117. evidence of guilt to subsequent testimony proved the man herein guilty.

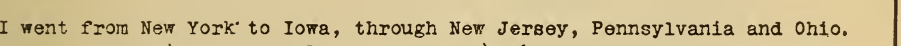
118. I went from New York to Iowa, through New Jersey, Pennsylvania and Ohio.



119. Massachusetts is in the East, Virginia, North and South Carolina, South.



120. The District of Columbia is the Capitol of the United States of America.



Phrasing.

Two or more words written together constitute a phrase. They are classified as follows:

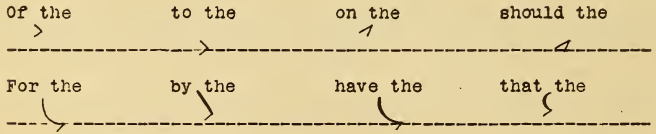
First—Those written in all kinds of matter, which may be used without effort at memorizing. These are made by writing words together without change of outline; that is, each word sign keeping its original form.

Second—Consists of words that are arbitrarily contracted in order to increase speed where the same expressions are of frequent occurrence. In these the orignal form is changed and a modification used to represent one or more words, which when standing alone would be written with a single stem or brief sign.

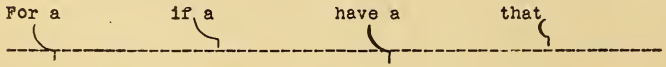
Third—The third class of phrases are almost wholly arbitrary and are used in law terms and by reporters. These can be gotten from Phrase-books, but the students should memorize only such as are necessary in his special line of work.

TICKS.

THE is used in the form of a slanted tick when following a word not separated by a period; thus,



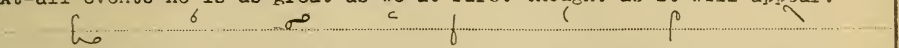
A-AN-AND is used in the form of a straight tick



Phrase signs are governed by the first word of a phrase, the first word being written in its position, rising or falling somewhat so that the second stem may be in perfect position.

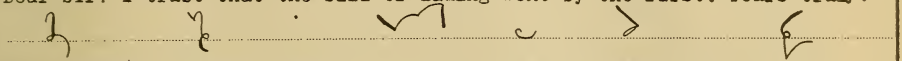
WORD-SIGN SENTENCE DICTATION BOOK.

1. At-all-events he-is as-great-as we at-first thought as-it-will appear.

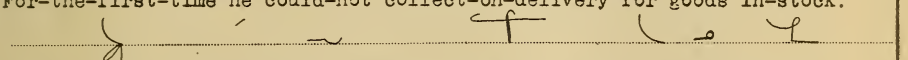


2. Do the work as-fast-as, as-well-as and as-soon-as you-can at-all-times.

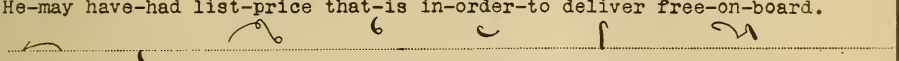
3. Dear-Sir: I-trust-that the bill-of-lading went by-the-first. Yours-truly.



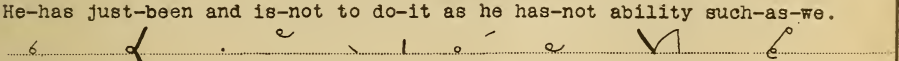
4. For-the-first-time he could-not collect-on-delivery for goods in-stock.



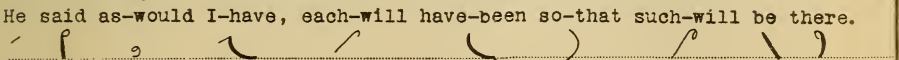
5. He-may have-had list-price that-is in-order-to deliver free-on-board.



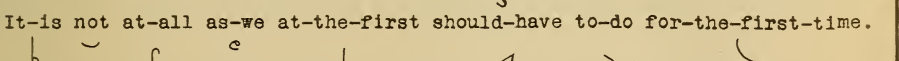
6. He-has just-been and is-not to do-it as he has-not ability such-as-we.



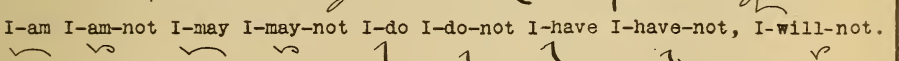
7. He said as-would I-have, each-will have-been so-that such-will be there.



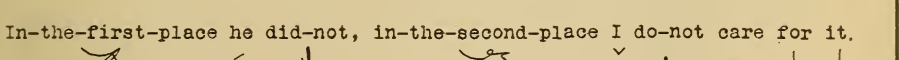
8. It-is not at-all as-we at-the-first should-have to-do for-the-first-time.



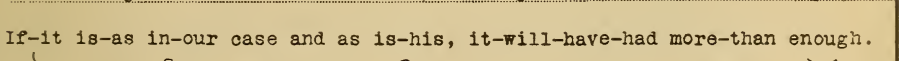
9. I-am I-am-not I-may I-may-not I-do I-do-not I-have I-have-not, I-will-not.



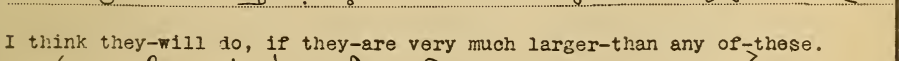
10. In-the-first-place he did-not, in-the-second-place I do-not care for it.



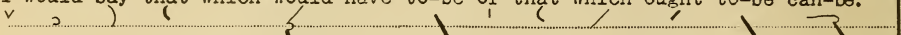
11. If-it is-as in-our case and as is-his, it-will-have-had more-than enough.



12. I think they-will do, if they-are very much larger-than any of-these.

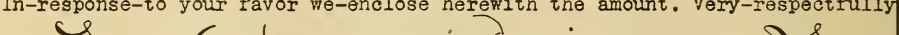


13. I would say that which-would-have to-be or that which ought to-be can-be.

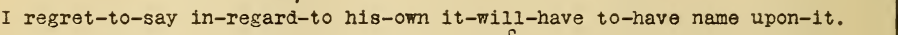


14. If it-is-impossible in-some it will-be in-as-many of-it as it-may be seen.

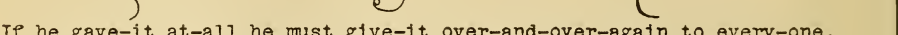
15. In-response-to your favor we-enclose herewith the amount. Very-respectfully



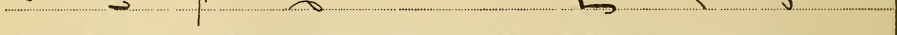
16. I regret-to-say in-regard-to his-own it-will-have to-have name upon-it.



17. If he gave-it at-all he must give-it over-and-over-again to every-one.

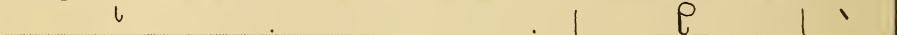


18. If you should-do that which-will-have to-be done each-will-have his part.

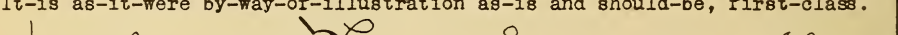


19. It-ought-to-have-had and it-would-have-had and it is-said-to-have it all.

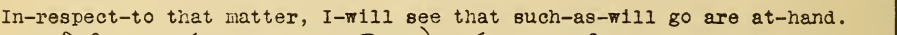
20. It-is as-it-were by-way-of-illustration as-is and should-be, first-class.



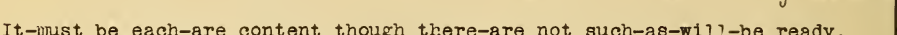
21. In-respect-to that matter, I-will see that such-as-will go are at-hand.



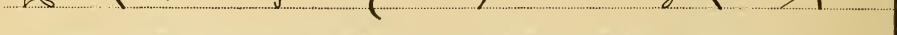
22. It-must be each-are content though there-are not such-as-will-be ready.



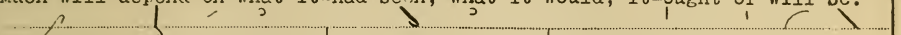
23. In-order-to reply aright we must know you-are in-receipt-of our last.



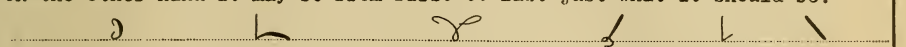
24. Let-us consider, there-would-not be very-much with-which to settle it.



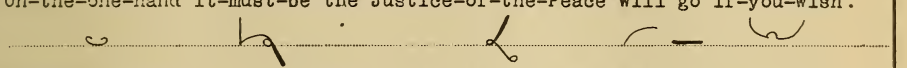
25. Much-will depend on what it-had been, what it-would, it-ought or will be.



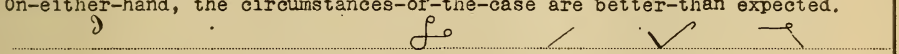
26. On-the-other-hand it-may-be from-first-to-last just-what it-should be.



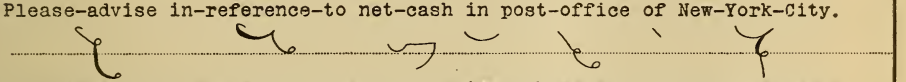
27. On-the-one-hand it-must-be the Justice-of-the-Peace will go if-you-wish.



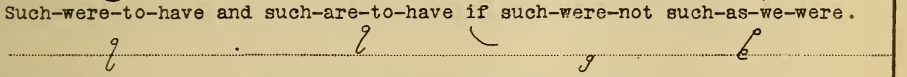
28. On-either-hand, the circumstances-of-the-case are better-than expected.



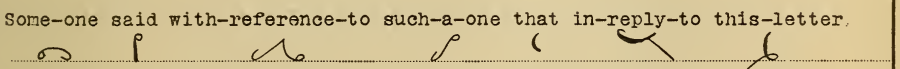
29. Please-advise in-reference-to net-cash in post-office of New-York-City.



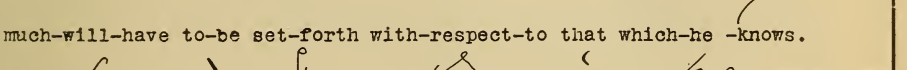
30. Such-were-to-have and such-are-to-have if such-were-not such-as-we-were.



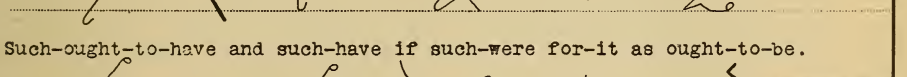
31. Some-one said with-reference-to such-a-one that in-reply-to this-letter,



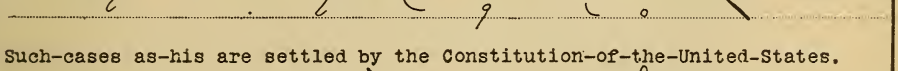
32. much-will-have to-be set-forth with-respect-to that which-he -knows.



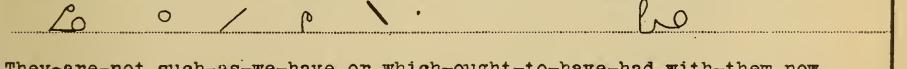
33. Such-ought-to-have and such-have if such-were for-it as ought-to-be.



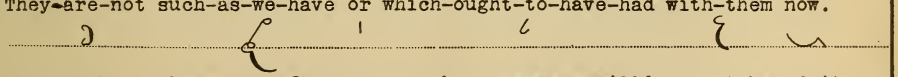
34. Such-cases as-his are settled by the Constitution-of-the-United-States.



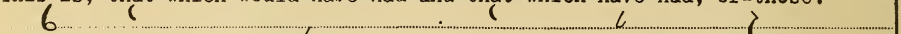
35. They-are-not such-as-we-have or which-ought-to-have-had with-them now.



36. They ought-to-have out-of our-own such-as-we-were willing to take of-it.



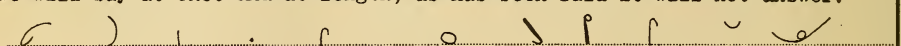
37. This-is, that which-would-have-had and that which-have-had, of-those.



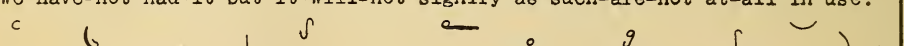
38. This-has-never been which-were-not which-are-not and which-will-not be.

39. We-are-not as-far-as we intended to-be at-any-rate as-yet as-you see.

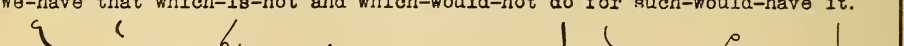
40. We-will say at-once and at-length, as-has been said it-will not answer.



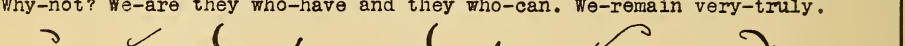
41. We have-not had-it but it-will-not signify as such-are-not at-all in use.



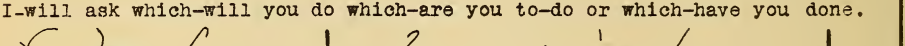
42. We-have that which-is-not and which-would-not do for such-would-have it.



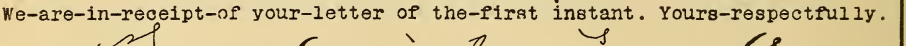
43. Why-not? We-are they who-have and they who-can. We-remain very-truly.



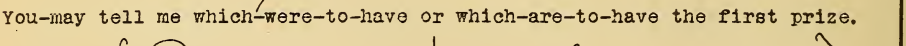
44. I-will ask which-will you do which-are you to-do or which-have you done.



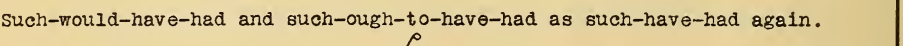
45. We-are-in-receipt-of your-letter of the-first instant. Yours-respectfully.



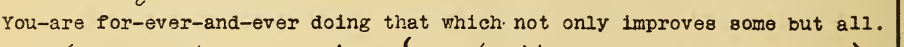
46. You-may tell me which-were-to-have or which-are-to-have the first prize.



47. Such-would-have-had and such-ough-to-have-had as such-have-had again.



48. You-are for-ever-and-ever doing that which not only improves some but all.



Writing Exercises.

Small Circle for S and Z.

gaze gauze smash seethe snatch scoop skinny geyser cask dismal lesser listen coyness misty facility massive soothe amiss cactus absence absentee citizen facetious resource surly house arouse tasty sways aches sorrows phthisic.

Large Circle for Ses and Zes.

possess possesses excessive exhaust desist accuses sauces effaces exercises Texas amuses capsizes successes sausages syzygy saucer races Cicero system.

Loops for St and Str.

stuff stung stubby housed hoist waste socialistic amassed chemist copyist utmost annexed amethyst mixed papist thickest duster deceased faster lobster teamster coaster taskmaster minister monster.

Brief Signs for W and Y.

wide wait wax waxes waxed swig swung dissuade worry qualm untwist unyoke yellow yelp unworthy whistle esquire twin twain require choir weary willow quickly quench squire squash qualmish quake.

Concurrent Vowels.

pious Dewey doughy payee stoic riot duelist dower mania Powell iota showy squeal squaws squeeze squall squalor.

Half Lengths.

doomed dilate ingot gimlet nipped ranged wrenched magnet limit rectify emulate merit demerit asked notify codify hashed wreathed thatched refit armed method gnashed rushed hatched elevate assert associate assimilate cocoanut emaciate novitiate inviolate nightcap notebook ratified ratifier warded worded hinted litigated innovated emaciated melted elevated malted renovated located evacuated assimilated vacated polluted ignited admitted accumulated meted matted limited shouted rivited lifted lighted wilted arrested resisted.

L Hooks.

cloth clothed club climate clutched clapped clubbed clashed acclimate playmate pledged flesh flapped flamed flashed estimable bleach bushel penal shelf kimmel help.

R Hooks.

utter tree fray throws harvest murder dinner color approach grubbed dragged drummed Bridget throbbed trilled lurk dirk burn bairn.

Spl Spr.

explode exploit disabled settled saddle supplied cycle seclude sable split sobered strayed secrete sprat spread strut bowsprit discreet described disperse desecrate dishonored.

N Hooks.

persuasion hansom transit strained screen frowned crowned grinned train plain print shrine flaunt flaunts flaunted brunt clean friend

friends tints paints attend second plaintiff printer brandish blondes blinds frontier flints chagrin plunder punster dance danced.

F and V Hooks.

strive drive drives deprive deprives retrieve engrave engraver cough coughed cuff heifer rival rivalry dive dives roof rave raves achieve puff abaffed doff devise advise.

In En Un Hooks.

inspire uninspired uninstructive unstrung instrument insult unsolicit unsurmised insert enslave inseparable.

Sn and Shun Hooks.

passion lotion motion notion session national exception fashion passionate application facetious elocutionist annexation arson arsenic medicine Wisconsin magazine mason masonry decision disposition compensation pulsation.

Shading and Lengthening.

scamper renter winter water cumbered pamper unanchored unfetter finger lumber linger falter matter mother lighter letter hither weather.

Tick for H.

hem hum whether hamper hampered hemmer whistle horse what whet whine whale harm harmless.

Disjoined Words.

punishment substitute institute misapplied instrumentality olden meanwhile oldish propound dreadfulness peacefulness harmfulness impend impugn by-path ungratefulness appropriateness brightness faithfulness undermined denser upholsterer all-unconscious.

Prefixes and Affixes.

concoct concomitant concrete complain complex confident cumbrance cognomen cognate condemn contraband contradiction countermine counterpart counterbalance countermand incumbent incumbrance incompetent encompassed inconsistent uncompromising uncontrolled recognition unrecognition irreconcilable recompense reconsider discomfit discomfort magnanimity magnetism magnetic magnetize magnificence magnify magnitude circumvent circumference circumscribe circumnavigate self-assumed self-contradiction self-pleasing self-praise self-evident self-important self-dependent self-destruction her-own-self one's-self your-own-self our-ownselves self-destruction self-esteem self-interest forewarn forfeiture foreknown forepart forsake forefather foreground foreman fashionable pardonable accountable sensibly responsible insensible friendship hardship workmanship clerkship himself ourselves themselves myself fellowship guardianship copartnership partnership horsemanship meeting pleading treating debiting meetings pleadings beatings knowingly willingly hesitatingly understandingly manhood falsehood neighborhood womanly detrimental shortly regimental supplemental all-commanding all-comforting All-Fools-Day all-considerate all-absorbing.

PUNCTUATION.

Period	× /	Hyphen	//
Semicolon	;	Emphasis	---
Colon	.	Capitalizer	//
Comma	)	Interrogation	?
Dash	—	Exclamation	!
Parenthesis	( )	Et Cetera	&c

SIGNS USED BY REPORTERS.

Hear, hear

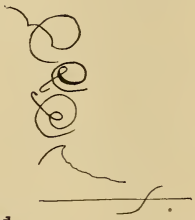
Hissing

Applause

Laughter

Omission, blank

or something unfinished.



FIGURES.

For speed in writing numbers, figures should be used--except 1-6-11 which would conflict with shorthand notes--using the shorthand signs for hundredths, thousandths, millions, etc., thus:

Letters.

New York City, N. Y.,
Oct. 14, 1900.

Miss Nellie McConnell,
617 Pocono St.,
Baltimore, Md.

Dear Miss McConnell:

Replying to your esteemed favor of recent date, would say that we can accommodate your party with two comfortable communicating rooms for from fifty-two to sixty dollars per week, terms varying according to size and location of the rooms.

An elevator runs from the street level to all floors and the rooms are located on either side of spacious halls which makes them all very desirable.

We enclose one of our Booklets which will acquaint you with further information relative to our Hotel, etc.

Trusting that we may have the pleasure of entertaining you at the Binghampton, and assuring you of our best efforts to please and make you comfortable while with us, we remain,

Yours very respectfully,
J. W. Clinton, Mngr.

Atlantic City, N. J., July 15, 1900.

Mr. J. W. McIntire,
345 Broadway,
New York City, N. Y.

Dear Sir:

We are in receipt of your esteemed inquiry of the 13th inst. and in reply to same we have to say that we can give you good

rooms and excellent accommodations for yourself, wife, maid and children, at the rate of one hundred and twenty dollars per week. This would be on the first sleeping floor, ocean side of the house, but would not include private bath, which accommodation would be charged for extra.

Our Hotel contains every convenience, including passenger elevator, sun parlor, electric lights, bells, etc. It is located on the Boardwalk, near the merry-go-round and all other amusements.

Should you decide to patronize us during your visit to the seashore, we would suggest that you advise us as early as possible when you expect to be here, so that we can reserve rooms for you, as we are almost entirely booked for the coming season.

Our coach and coachman meets all trains and he will look after yourself and baggage.

Very truly yours,
ATLANTIC HOTEL CO.

ATLANTIC CITY, N. J.
Oct. 13, 1901.

F. W. JAMISON, ESQ.,
625 Pennsylvania Ave.,
Pittsburg, Pa.

DEAR SIR:

This will introduce Mr. Edward Brown, the young man of whom I spoke as being competent to fill the position now vacant in your office. He is honest, intelligent, rapid and accurate in his work, and having had experience in your line of work should be valuable to you in many ways.

A trial will prove his worth.

Yours very truly,
J. W. JACKSON.

Atlantic City, N. J.,
Oct. 16, 1901.

J. W. Johnson, Esq.,
325 North 15th St.,
Philadelphia, Pa.

Dear Sir:

In accordance with your request, I herewith make formal application for the position in your office as book-keeper and correspondent.

During our conversation yesterday you asked if I could give you good references. I take pleasure in enclosing several from prominent men in whose employ I have been. I trust that you will give me a trial and assure you that I will take an interest in your work and endeavor to give satisfaction.

Hoping to receive an early reply, I remain,

Yours very truly,
J. W. Blackman.

New York City, N. Y.
Sept. 19, 1900.

Geo. W. Colburn, Esq.,
95 Federal St.,
Boston, Mass.

Dear Sir:

We would call your attention to our magazine as an advertising medium, and are happy in being able to say that our patrons are greatly pleased with the results obtained through our columns, and we especially solicit your orders for our next issue (November

number), which will be out on the twenty-fifth of the preceding month, giving you plenty of time in which to arrange your advertisement.

Very respectfully yours,

CAMDEN PUBLISHING CO.

PHILADELPHIA, PA.,

August 5, 1900.

THE PENNSYLVANIA STEEL CO.,

Pittsburg, Pa.

GENTLEMEN:

When, and at what prices could you make and ship the following:

25	tons,	1-18 x 1-2, Best Refined Iron.
15	"	3-15 x 1-8, " " "
2	"	1 1-4 round, " " "
60	"	1 1-8 x 3-16, Good Common Stock.
75	"	1-8 x 3-8, made from Best Muck Bar.

These are odd sizes which we do not manufacture and which we desire to use in making up an order for a customer.

Also quote us on Pig Iron and Steel Billets by the car load, and greatly oblige,

Yours very respectfully,

AETNA IRON & STEEL CO.

New York City, N. Y.
Oct. 2, 1900.

Mr. James Brown,
365 Broadway,
New York City, N. Y.

Dear Sir:

I note your advertisement in this morning's *World* for a Stenographer and beg to apply for the position. Have had several years experience in that line of work, also general office work, and can give you A1 references as to character, ability, etc.

Trusting that I may receive a favorable reply, I am,

Very respectfully yours,

Atlantic City, N. J.,
Sept. 18, 1900.

Mr. E. F. Clark, Pub.,
Trenton, N. J.

Dear Sir:

We notice that you are advertising largely in many of the leading magazines and would call your attention to our publication, the *Household Companion* and the *Farmer's Friend* as advertising mediums. We have written you many many times in regard to the matter, and we trust that you will at least give our columns a trial, as all those who have done so are pleased with the results obtained.

May we not have a trial order from you?

Yours very truly,

Black, Johnson & Co.

In the Days of Pin Hooks.

Once upon a time there was a small boy who lived with his cousin on a farm which lay along a wide white strip of road which was called the "Government Pike." There was a brook which ran through the little farm, past the meadows and across the fields, disappearing finally in the big woods, a dark mysterious forest, where terrible snakes were supposed to lurk. This little brook was a veritable wonderland to the boys, and indeed there were many strange and wonderful things about it. In the lower meadow there was a huge granite bowlder, half sunk in the water, and around this great rock schools of minnows could be seen. If you stood perfectly still the minnows would stay in sight, their shining forms looking like silver in the sunlight; but, if you even so much as lifted a finger the entire gathering would vanish with a whisk of their alert tails and the picture would be lost. And, in the edges of this pool, where a ponderous stone rested, were wriggling bands of tadpoles squirmily moving in blotches of inky blackness. Then, too, there were water bugs gliding across the pool swifter than spiders over a web, and sometimes the red-winged blackbird would light on a rusty stake that stood in the center of the pond and send out such a sweet clear whistle as only a boy, and a very small boy, ever hears. Further toward the red-brick farm house and on the edges of the brook were quantities of blue-flag lilies with veins in their delicate petals as fine and blue as those in a baby's wrist; and, in the summer

days there were numbers of dragon-flies, known to the boys as snake feeders; some of them were very small and blue in color, others black and white; and larger, and some others, biggest and most formidable of all, that flew menancingly toward the boys when they wandered along the brook. These creatures were well known to be in the habit of feeding the water moccasins, garter snakes and black snakes that frequented the marshy places along the brook, and they were therefore objects of terror to the urchins. Sometimes the kildee plover, gray, restless and with piercing cry, sprang up from the bare pastures and set quivering wing in the fresh June air. Sometimes a crow stalked warily about in the meadows, and always in the long warm summer days, the silent shadowy swallows wove a twisting mesh of flight above the water. Grass grew to the brook's edge, and violets, blue bells and the little starry white growth of miniature flowers peeped from the green mats of grasses. In the brook itself there were many curiosities. There were the crawfish, some of them of a rusty hue and some of them green. All of them were fond of swimming backward, and they lived in clay banks, in holes that were bored in the earth. They were fond of lurking under stones in the bottom of the pool. The boys captured many of them by wading in the shallow places and overturning the rocks where the crawfish had taken refuge. These crawfish were desperate fellows, too, and had cruel pinchers in the shape of two large claws with serrated edges; these were fastened into the victim with a leverage that made a small boy holler vigorously sometimes.

The boys had lately found excitement in fishing for the denizens of the brook, and every day they could be found bobbing patiently at the bridges across the stream, or from its banks. How they ever learned the art of angling neither of them could have told; it seemed to have been instinctive, as a young hawk will reach for a bird, or a kitten catches a mouse; a predatory cruel instinct, maybe a relic of those dead ages when man roamed a savage and found his living with the stone spearhead, or the bone fish hook; at any rate they had found out how to fish and where fish worms could be found. Their initial trip was something to remember when everything else in life might fade away. The first nibble was a thrill of expectancy that set their hearts beating madly. The first bite was a delirium, and the first fish, flopping and tumbling in the grass, with its shining green colors, showing its fins, stretching in vain efforts to get back to the brook,—well that cannot be described. With bent pins for hooks, and with a can of red fish worms, they walked regularly to the brook and angled eagerly for the finny rovers among the pools and hollows. Their hooks were pins bent to a proper shape, and for corks they had stoppers from various medicine bottles which they had abstracted from the top shelf in a set of shelves from grandma's room.

General Release.

TO ALL TO WHOM THESE PRESENTS SHALL COME OR MAY CONCERN, GREETING: KNOW YE, that I, George Jackson, of the City of New York, in the County and State of New York, for and in consideration of the sum of one dollar, lawful money of the United States, to me in hand paid by James Harris of the same place, the receipt whereof is hereby acknowledged, have remised, released, and forever discharged, and by these presents do, for myself, my heirs, executors and administrators, remise, release, and forever discharge the said James Harris, his heirs, executors and administrators, of and from all and all manner of actions, cause and causes of action, suits, debts, dues, reckonings, sums of money, accounts, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims, and demands whatsoever, in law or in equity, which against the said James Harris I ever had, now have, or which my heirs, executors or administrators hereafter can, shall, or may have for, upon, or by reason of any matter, cause or thing whatsoever, from the beginning of the world to the day of the date of these presents.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this twenty-fifth day of January, in the year one thousand eight hundred and ninety.

GEORGE JACKSON. (SEAL)

Sealed and delivered
in the presence of
John J. Whitney.

Quit Claim Deed.

THIS INDENTURE made this day of November in the year of our Lord one thousand nine hundred

BETWEEN Anna Reynolds, Trustee, and John Reynolds, her husband, of the City of Trenton, County of Mercer, and State of New Jersey, party of the first part, and

Rebecca J. Jones, of the City, County and State aforesaid, party of the second part.

WHEREAS, Rebecca J. Jones, in accordance with the provisions of a certain Indenture made and executed on the tenth day of July in the year of our Lord one thousand eight hundred and eighty-eight between the Hollywood Beach Company, a corporation existing under the laws of the State of New Jersey, and Anna Reynolds, Trustee for Rebecca J. Jones, recorded in the Clerk's Office of Mercer County, at Trenton, N. J., in Book 126 of Deeds, folio 126, &c., has made a written request to the said Anna Reynolds, Trustee, to convey to her, the said Rebecca J. Jones, the premises contained in the aforesaid Indenture and hereinafter described. Now, therefore,

THIS INDENTURE WITNESSETH that the said party of the first part, in consideration of the sum of One Dollar, to them duly paid before the delivery hereof, hath remised, released and forever quit-claimed, and by these presents doth remise, release and

forever quit-claim to the said party of the second part, and to her heirs and assigns, all that lot, tract or parcel of land and premises, hereinafter particularly described, situate, lying and being in the City of Trenton, in the County of Mercer, and State of New Jersey, bounded and described as follows:

BEGINNING at a point in the Westerly line of Morris Avenue one hundred and eighty-five feet Southwardly from the Southerly line of Maine Avenue and running thence, (1) Westwardly parallel with Maine Avenue one hundred and twenty-five feet; thence, (2) Southwardly parallel with Morris Avenue thirty feet; thence, (3) Eastwardly parallel with Maine Avenue one hundred and twenty-five feet to the Westerly line of Morris avenue; thence, (4) Northwardly along said Westerly line of Morris Avenue thirty feet to the place of beginning, with the appurtenances and all the estate, right, title and interest, claim or demand whatsoever, of the said party of the first part therein,

TO HAVE AND TO HOLD the same unto the said Rebecca J. Jones, her executors, administrators and assigns forever.

IN WITNESS WHEREOF I have hereunto set my hand and seal this eleventh day of November, in the year of our Lord one thousand eight hundred and ninety-one.

JOHN BOWEN. (SEAL)

In the presence of

WILLIAM BLACKWELL.

Power of Attorney.

KNOW ALL MEN BY THESE PRESENTS, that I, Mary White, of the City and County of Philadelphia and State of Pennsylvania, daughter of Peter B. Cooper, deceased, have made, constituted and appointed and by these presents do make, constitute and appoint Sarah J. Cooper, of the City, County and State aforesaid (widow of Peter Cooper) my true and lawful attorney for me and in my name, place and stead, and to my use, to do all and every manner of business whatsoever, and especially to collect all manner of income which is due or may become due to me, including rents, dividends and interest on bonds or mortgages; to demand, sue for and receive of any person or persons and to give acquittances for all sums of money, debts, dues and demands whatsoever, which are due or owing or of right belonging to me, and to use all lawful means for the recovery thereof and to compound and agree for the same; to receive any moneys or valuable thing which is due or may become due to me by reason of the death of any person whatsoever or through the last will and testament of any person whatsoever; to buy and manage and sell real estate upon any terms whatsoever; to give and execute a mortgage or mortgages or to take a mortgage or mortgages upon the sale of any real estate bought, sold, managed or in any way handled under the power conferred under these presents, giving my said attorney full power to do everything whatsoever requisite and necessary to be done in the premises, as fully as I could do if personally present, hereby ratifying and confirming all that my said attorney shall lawfully do or cause to be done by virtue thereof.

IN WITNESS WHEREOF I have hereunto set my hand and seal this fourteenth day of June, A. D., one thousand nine hundred and one.

Signed, sealed and delivered }
in the presence of }

Agreement.

THIS AGREEMENT, made this day of in the year of our Lord one thousand nine hundred and one, between trading, &c., as John Harrington & Co., of Philadelphia, Pennsylvania, hereinafter called the Contractor, of the first part and James Henry, Josiah West and Jacob Finley, Water Commissioners of the City of Mahoning City, a municipal corporation of the State of Pennsylvania, of the second part.

WITNESSETH THAT:

1. The Contractors for the consideration hereinafter agreed to be paid to them by the said parties of the second part do covenant and agree with the said parties of the second part that they, the Contractors, will paint two stand-pipes belonging to or under the control of the Water Department of the City of Mahoning City, in accordance with and in all respects conforming to the specifications submitted by the said Water Department of Mahoning City, which said specifications are marked for identification by the signatures of the parties hereto; and that they, the Contractors will well and sufficiently furnish and provide without delay all necessary work and materials for the completion of said work.

2. In consideration of the faithful performance of the covenants and agreements entered into by the said Contractors, the said parties of the second part hereby agree to pay to the said Contractors the sum of Five Hundred Dollars ($500) upon the completion of the work under this agreement to the satisfaction of James Jackson, Superintendent, and the acceptance of the same by the said parties of the second part hereto.

IN WITNESS WHEREOF, the said parties hereunto have duly executed these presents this day of A. D., one thousand nine hundred and one.

Signed, sealed and delivered }
in the presence of }

Notice of Taking Depositions.

IN THE UNITED STATES CIRCUIT COURT
For the Southern District of New York.

J. BROMWELL, *et al*,
vs.
JOHN K. PETERSON, *et al*.

Please take notice, that on the 25th day of June, 1890, at ten o'clock in the forenoon, I shall, at my office, Numbers 45 and 48 Drexel Building, New York City, begin to examine witnesses and introduce proofs on the behalf of the above cause. Said examination will be conducted before Jacob A. Jackson, Esq., a standing examiner in this Court, or other competent officer, and will be conducted and continued from day to day until completed.

You are invited to attend and cross-examine.

Respectfully,

J. EDWARD BLANK,
Defendant's Solicitor.

New York, June 20, 1890.
To J. W. WALSH,
Complainant's Solicitor.

Acknowledgment of a Deed.

PHILADELPHIA,
PHILADELPHIA COUNTY, } *ss.:*

Before me, the subscriber, one of the Justices of the Peace, within and for the said county, personally appeared the above named Jacob White, who in due form of law acknowledged that he did sign and sealed the above indenture as his free act and deed.

IN WITNESS WHEREOF I have hereunto set my hand and seal this twentieth day of Nov., A. D., 1892.

EDWARD HOWELL,
Justice of the Peace.

CUMBERLAND COUNTY CIRCUIT COURT.

JAMES JOHNSON *vs.* HENRY DRISCOLL, ANDREW CONNELLY, and ANNIE DRISCOLL	In Ejectment. Rule for Judgment.

This cause being regularly on list for trial at the April term of the Cumberland County Circuit Court and being called and both parties appearing and the cause being moved by the plaintiff and a jury being impaneled and sworn and the evidence offered by the parties submitted and the respective parties by their counsel being heard and the judge having charged the jury and the jury having retired to consider of their verdict come again into Court and say they find the defendants guilty of the trespass and ejectment above laid to their charge in manner and form as the said plaintiff hath hereof complained against them.

IT IS THEREUPON ORDERED, on this seventeenth day of April, A. D., one thousand nine hundred and one, that judgment final be entered against said defendants and in favor of said plaintiff and that the said plaintiff do recover against the said defendants possession of the premises aforesaid with the appurtenances and also recover against the said defendants the sum of six hundred and fifty-five dollars for its costs and charges by it in this behalf laid out and expended by the Court now here adjusted to the said plaintiff and with its assent according to the form of the statute in such case made and provided and that the said Delaware City have execution thereof, &c.

On motion of

Plumber's Specification of Work and Materials.

The Contractor shall find, provide, fix good and complete, as the progress of the work requires it, all the necessary fixtures for hot and cold water in each and every story as hereinafter called for by these specifications or shown on the plans.

Also, all soil, waste, lead and iron pipe to make the whole complete and in proper working order as shown by the drawings or hereinafter described, and according to the Rules and Regulations of the Board of Health.

The materials to be of the best description or as hereinafter specified.

The Plumber to obtain and pay for all permits of every description.

PIPING:

Main supply to be taken from city main through a 1 1-2 inch tin-lined galvanized iron pipe and run to top of boiler in Boiler Room. To have a street shut-off and waste in ground with shut-off gas pipe, rod and handle. From this main run a 1-inch galvanized iron pipe to supply the kitchen, toilets and bath room in rear wing of house; run a 3-4 inch galvanized iron pipe to supply the toilet in basement, a 3-4 inch galvanized iron pipe to supply all the bath rooms and toilets in middle part of house, and also another 3-4 inch galvanized iron pipe to supply all the fixtures in front wing. Each branch rise to have a shut-off cock with drip and waste. The sinks, bath tubs, water closets, and lavatories to be supplied with hot and cold water through a 3-4 inch galvanized iron pipe. The

two water-backs of range to be connected with the boiler with 1 inch galvanized iron pipe.

The supply of hot water to be taken from the boiler through a 1-inch galvanized iron pipe to front of house and 3-4 inch galvanized iron branch risers to supply fixtures in each floor.

All water service pipes to be put up on wood stripping, prepared by carpenter, and secured with straps and screws. No pipes to be run where there is danger of freezing, or if the same is necessary they must be thoroughly packed with mineral wool, and encased by carpenter.

All pipes to be evenly graded so as to drain dry when water is turned off.

All connections of lead pipes to be made with wiped soldered joints. All connections of lead pipes with iron pipes to be made through brass ferrules, soldered to the lead, and calked with lead and oakum into the iron hub.

To have the necessary stops and wastes on each floor.

SALT WATER SUPPLY.

The Contractor to give a separate estimate of the expense of laying a line of 3-inch galvanized iron pipe from Boiler Room to the ocean and extending into the same a distance of
feet and have the necessary strainer, etc., at the end. Also the necessary piping for supplying the bath tubs in the 2nd, 3rd and 4th floors with hot and cold sea water, all pipes to be 3-4 inch galvanized iron pipe. A Worthington double-acting pump to be provided and put in proper order, run by steam from boiler. Also a 60-gallon hot water heater to heat the same.

DRAIN OR SEWER.

There will be a line of 6-inch salt glazed pipe, first quality Akron, connecting with the main sewer. Must be laid with great care and in accordance with City Regulations. To have a uniform grade of not less than 1-4 inch to the foot. All joints to be made absolutely tight with fresh Portland Cement. Trenches to be filled in and thoroughly tamped.

The salt glazed sewer pipe to be joined at building line with a line of standard iron pipes *not tarred,* 6 inch diameter, and run from there to take the different vertical rises of soil pipe. Each horizontal line of soil pipe to have hand-hole for cleaning with opening above in floor for convenience of cleaning.

DRAIN TRAP:

In the line of main drain, place an earthen running trap, same size as pipe, with hand-hole for cleaning. Between the trap and house insert a T branch, and carry from same to grade line a 3-inch iron pipe to sewer as a fresh-air inlet, same to be covered with a ventilating cap.

SOIL PIPE:

Connect with the main drain below first floor level the different vertical rises of 4-inch standard iron soil pipe, not tarred. These lines of soil pipe to have all the necessary branches for connecting with the different fixtures. Pipe to be secured to wall with iron hold-fasts. All joints calked with oakum and run with moulten lead, and bedded with calking iron hammer. This line to be closed at bottom and subjected to water test in presence of Architect. Each separate line of soil pipe to have ventilating pipe of 4-inch cast iron run to 3 inches above roof and made thoroughly water-tight around same.

BATH TUBS:

In each bath room place a porcelain-lined roll rim tub 5 feet 6 inches over all. To have rubber plug and chain complete. Supplied with hot and cold water. To have nickle-plated combination bath cock and trapped with 1 1-2 inch Bennor Trap. Bath Tubs to have two extra N. P. Combination Cock for the salt water supply. The bath tub in Servants' Bath to be a steel-clad wood rim.

WASH BASINS:

In each Bath Room where shown on plans, place a white marble countersunk wash basin with overflow, size 19x26 inches, with 8 inch back and end where required.

The toilet rooms on 2nd, 3rd and 4th floors, to have a two-bowl wash basin, size 19x49 inches, with back. In the men's toilet place a three-bowl wash basin, size 19x60 inches. These basins to be supported on jappaned brackets. To have nickle-plated compression basin faucets, plated stay, chain and plug. Waste through 1 1-2 inch pipe trapped with 1 1-2 inch S-trap with screws. To be supplied with hot and cold water. Bowls to be 14x17 inches.

The servants' toilets to have porcelain-lined combination slab and 14x17 inch oval bowl, with painted iron brackets. Nickle-plated plug and overflow strainer with two N. P. basin cocks.

CLOSETS:

In each bath and toilet room where shown on the plans place a plain Public Closet with H. 215 Hardwood seat and lid attached to bowl, No. 138 Giant Round Corner tank and tank board with lead supply and flush pipes, or the plain Cuba outfit complete of the John Douglass Co, Catalogue Plate 50. Every closet is to be put in first-class working order.

All the fixtures for the entire house to be furnished by the Contractor at a cost of (including shades) $800. They are to be selected by the Architect and the cost of same whether more or less is to be allowed to the Contractor or allowed by him to the owners as the case may be.

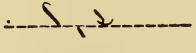
WORD SIGNS MADE EASY.

LOGOGRAMS ARRANGED ALPHABETICALLY

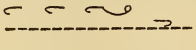
For Reference.

A

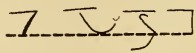
a
able
about
abundant



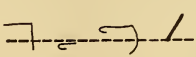
accord
according
accordance
account



acknowledge
accompany
accomplish
acquit

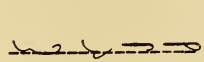


acute
accurate
accuracy
advantage



advantageous
advertise-ing-ment
advancement
after

afternoon
afterward
again
against



ago
all
already
alone

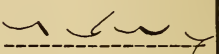
also
allow
altogether
always

am
American
among
an

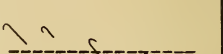
and
another
answer
any

A

anybody
anyhow
anything
annual

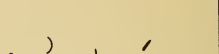


appear
appeared
apply
applied



approve
apprehend
apprehensive
arranged

as
astonishment
at
aught



aware
awhile
awful

B

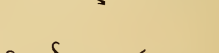
bank
bankruptcy
balance

be
being
been
because

become
before
began
begin

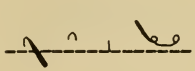
begun
behalf
behind
behold

believe
belong-ed
better
between



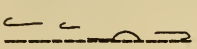
B

brother
beyond
but
business



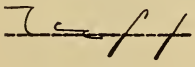
C

call
called
came
can

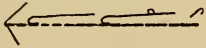


cannot
care
cared
capability

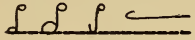
Catholic
calculate
challenge
change-ed



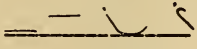
chapter
character
characteristic
child



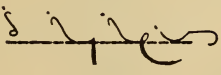
circumstance
circumstances
circumstantial
collect



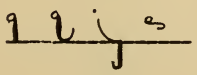
come
common
company
comply



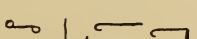
compliance
comprehend
comprehensive
communication



consider
consideration
confidential
consequent

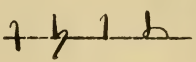


consequence
continue
correct
credit



D

dark
danger
dear
December

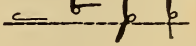


defendant
determine
determination
degree

deliver-ed-y
deliverance
derive
describe

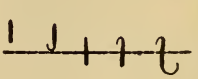
develop
development
did
differ-ed-ent-ce

difficult
disagree
disadvantage
dissatisfy



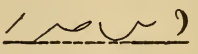
dissatisfaction
do
doctor
doctrine

dollar
done
due
during
duration

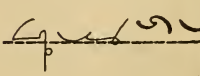


E

each
earnest
efficient
either

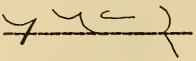


electricity
enclosure
endeavor
English

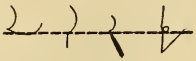


E

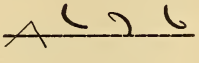
enlarge
enough
equal
especially



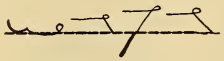
essential
estate
establishment
et cetera



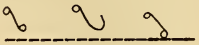
Europe
ever
every
even



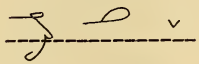
evidence
except
exchange
expect



express
expression
experience

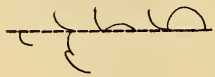


explanation
extraordinary
eye

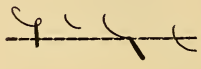


F

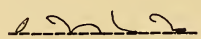
fact
faithful
familiar
failure



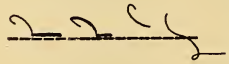
falsehood
feature
February
few



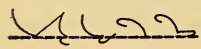
first
firm
for
forget



forgive
forgot
follow-ed
forsake

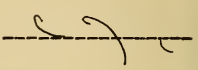


forthwith
forward
from
frequent



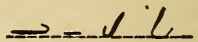
F

full-y
further
future



G

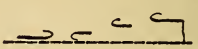
gave
get
general-y
generation



gentleman
gentlemen
give
glory

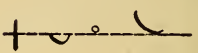
glorious
got
good
gone

govern-ment
great
guilt
guilty

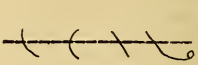


H

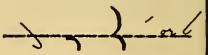
had
hand
has
have



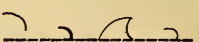
half
hath
happy
happiness



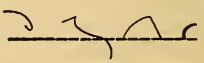
happen
hard
hazard
he



hear
heard
health
heart

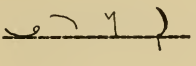


herein
heretofore
help
held

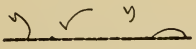


H

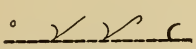
hence
her
height
hesitate



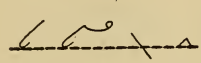
higher
highly
highest
him



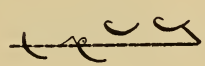
his
history
historian
hold



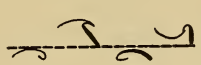
holy
holiness
hope
how



however
howsoever
honor
honorable



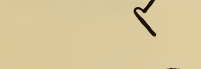
human
humble
humor
hundred



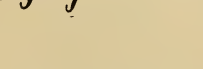
I

I
idea
if
illegible

imagine
imagined
immediate-ly
impossible-y-ility



important-ce
improve
in
income

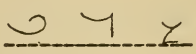


indeed
indebted
independent
indiscriminate

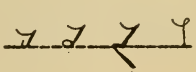
influence
influenced
influential

I

information
into
intellect

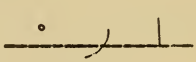


intelligent
intelligence
intelligible
interest



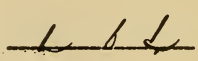
inaccurate
individual
Iowa
irregular-ly-ity

is
issue
it



J

January
just
junior



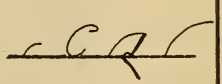
K

keep
know
kingdom

L

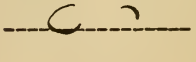
large
larger
largest
lawyer

let
learn
legible
letter



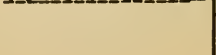
liberty
likewise
little

long
Lord

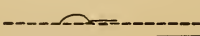


M

made
machinery
magazine
magnanimous



make



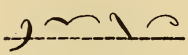
WORD SIGNS MADE EASY.

M

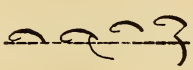
man
many
manuscript

manufacture-ed
material
matter
me

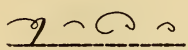
measure
medium
member
men



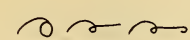
mercy
merciful
mere
merchandise



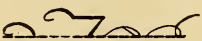
messenger
might
million
mind



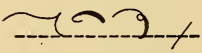
Misses
mistake
mistaken



more
mortgage
most.
mostly



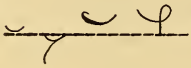
month
Mr.
Mrs.
much



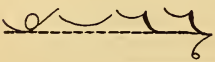
must
my
myself

N

nature
natural
near
necessity

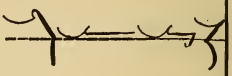


necessary
neither
never
nevertheless

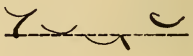


N

neighborhood
neglect
negligent
New Jersey



New York
no
nobody
nor

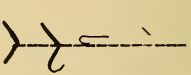


none
not
nothing
notwithstanding

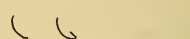
November
now
number

O

object
objection
occur
of

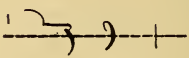


off
often
oh

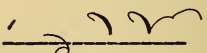


on
onward
opinion
opportunity

or
organize
other
out



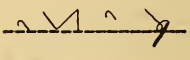
ought
ourselves
over
overwhelm



owe-d
own
owner

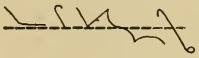
P

part
party
particular
passenger



P

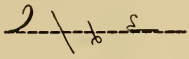
peculiar-ly-ity
people-ed
perform
perhaps



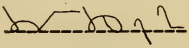
person
phonography
phonographer

phonographic

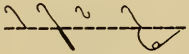
pleasure
popular
possession
political



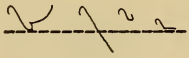
postmark
postmaster
practise-ical
practicable-ility



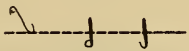
principal-le-ly
probable-ly-ility
profit
professor



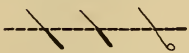
proficiency
proper
prophet
protect



prove
providence
providential

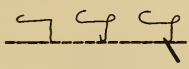


public
publish-ed
purpose

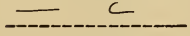


Q

quality
question
questionable

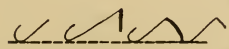


quick
quite



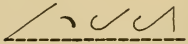
R

rail
railroad
railway
rapid

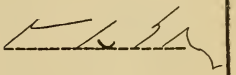


R

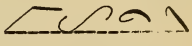
rather
read
real-ly
reality



recollect
recommend
refer
reform

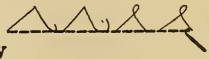


regular
relation
remark
remember

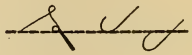


render
report
republic
represent-ed

representative
representation
respect
respectable-ity

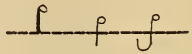


responsible
roll
rule

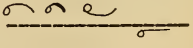


S

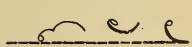
said
satisfy-ied
satisfaction



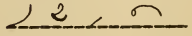
seem
seemed
seen
secure



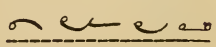
seldom
senior
several



shall
shorthand
should
similar-ly-ity



simple-ly
single
singular
six



WORD SIGNS MADE EASY.

S

so
some
sometime

somebody
something
somewhat
speak

special
spirit
square

stenography
stenographer
stenographic

subject
subjected
subjection

subsequent
such
sufficient
suggestion

sure-ly
suppress
surprise

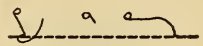
T

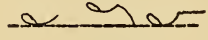
take
tell
temperate
temperance

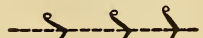
ten
territory
testament
testimony

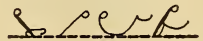
that
thank-ed
than
then

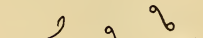
there
therefore
their
three











T

they
thing
this
think

those
though
thought

thousand
throughout
thus

till
time
to

together
told
toward

truth
turn
twelve
twenty

U

under
understand
unite
unity

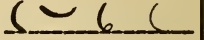
uniform
United States
universe
universal

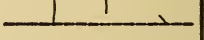
university
unless
until
up

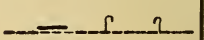
upon
us
use
use
usual-ly

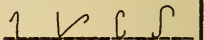
V

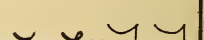
value
very
virtue

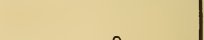








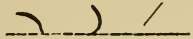




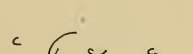
WORD-SIGN SENTENCE DICTATION BOOK.

W

way
was
watch



we
well
went
were

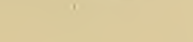


what
whatever
whatsoever
when

whenever
whensoever
whence
where

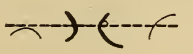
wherever
wheresoever
wherewith
whether

which
whichever
white
who



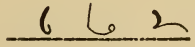
whom
whose
whosoever
whole

wholly
why
with
without



within
witness
wisdom

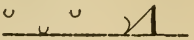
woman
women
word



work
world
would

Y

ye
yet
year
yesterday



you
your
yours
young
youth

DAYS OF THE WEEK.

Sunday
Monday
Tuesday

Wednesday
Thursday
Friday
Saturday

MONTHS OF THE YEAR.

January
February
March

April
May
June

July
August
September

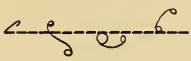
October
November
December

PHRASES ARRANGED ALPHABETICALLY

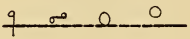
For Reference.

A

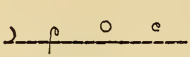
are not
as far as
as soon as
as well as



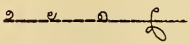
as it were
as great as
as has
as his



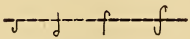
as it
as it will
as is
as we



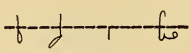
as would
as yet
as you
as fast as



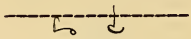
at hand
at once
at all
at length



at first
at the first
at it
at all events

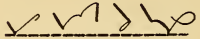


at all times
at any rate



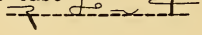
B

better than
bill of lading
by the first
by way of illustration



C

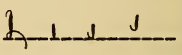
can be
circumstances of the case
could not
collect on delivery



Constitution of the
United States

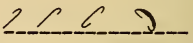
D

Dear Sir
do it
do not
did not



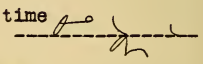
E

each are
each will
each will have
every one



F

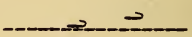
first-class
for the first time
for it



for ever and ever
free on board
from first to last

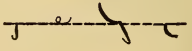
G

gave it
give it

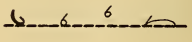


H

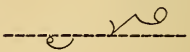
had not
has not
have been
have had



have not
he has
he is
he may

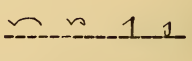


his own
history of the
United States



I

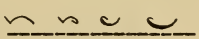
I am
I am not
I do
I do not



I

if you wish
if it
I have
I have not

I may
I may not
in order to
in our



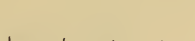
in receipt of
in reference to
in regard to
in reply to

in respect to
in response to
in stock
in some

in as many
in the first place
in the second place
is not

is said to have
is as
is his
it is

it is impossible
it may
it may be
it must



it must be
it should
it will

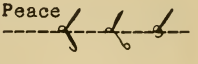
it ought
it would
it had
it ought to have had

it would have had
it will not
it will have
it will have had

I will
I will not
I trust that

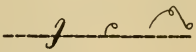
J

just been
Justice of the Peace
just what



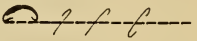
L

larger than
let us
list price



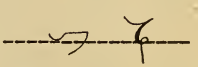
M

more than
much are
much will
much will have



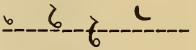
N

net cash
New York City

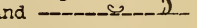


O

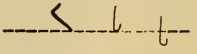
of his
of these
of those
of it



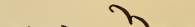
on either hand
on the one hand
on the other hand



ought to be
ought to have
out of

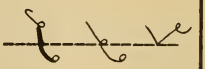


our own
over and over again



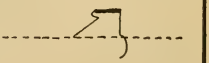
P

please advise
post office
per cent.



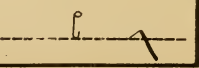
R

regret to say



S

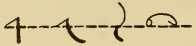
set forth
should be



WORD SIGNS MADE EASY.

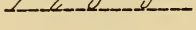
S

should do
should have
so that
some one



such are
such are to have
such a one
such are not

such as we
such as were
such as we have
such as will



such as will be
such cases
such ought to have
such have

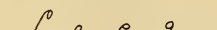
such will
such were
such would have
such were to have

such have had
such would have had
such were not

T

that is
there are
there would not
this is
this has never

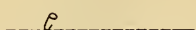
this letter
the first
they will
they are



they are not
those who
to be
to do

U

upon it



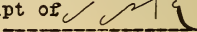
V

very much
very respectfully
very truly

W

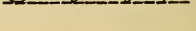
we are
we are in receipt of
we have

we enclose
we remain
we will
with which

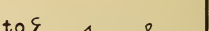


with them
with reference to
with respect to
who have

who can
which he knows
which is not
which will



which are
which have
which would have
which will have



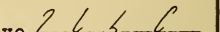
which are to have
which were to have
which ought-nt
which ought to have had

which have had
will not
why not

Y

you are
you can
you may
your letter

yours respectfully
yours truly
yours very truly



Business Words.

A

abolish
abundance
absolute
absolutely
accomplish
accomplished
accessory
acquainted
acquaintance
acquainting
achievement
accustomed
accommodate
accordingly
accumulation
adequate
adaptation
advertiser
advancement
adjusting
adjustable
admission
administer
administration
additional
affixed
affidavit
aforenamed
aforementioned
agreements
agriculture
agitation
allowance
alliances
alienate
alteration
amenable
anticipate
anticipation
anxious
annexed
annihilation
ancestors
announce
announcement
anxiety
apparently
appointment
appearance
appearances
approbation
appropriation
appreciate
appliances
approximately
appurtenances
arrangement
arisen
arbitrary
artifices
artificial
arctics
ascertaining
assert
assertion
assigned
assignment
assortment
associated
association
assent
assemble
assembled
assets
assumed
asunder
attempted
atmosphere
attendance
attendants
attractive
attributable
augury
auspices
augmented

B

bargain
bargained
backward
bankers
bankruptcy
barrels
bed-mold
bedded
benefit
beautiful
bequeathed
belligerent
bonds
bountiful
boiler
boarding
burners
bushels

C

career
capable
carelessness
candid
cancel

canvas
canvass
casings
catalogue
carpenter
carried
captivity
certify
certificate
centralized
ceiling
chamfered
characteristic
circulation
circumstance
circumstances
citizen
circle
circumference
clashing
cluster
clustered
classification
columns
collaterals
colored
complaint
community
communicate
compensate
compensation
complicity
commence
commenced
competent
commodity
commend
commended
commendation
competitors
competition
combined
complainant
competent
competence
conscientious
contrary
continuous
connecting
controversy
controversies

D

derived
dependent
distributed
discriminate
discriminating
discrimination
division
dimension
disinclined
disclosure
divulged
discouraging
discontinuance
disappear
disappearance
divest
discussion
diminution
depreciation
discount
discounted
disaster
disinterested
discrepancy
dictated
disappoint
disappointed
disappointment
discretion
diagram
disable
disregarding
dissolution
dissimilar
distress
dogged
drafts
drawee
duplicate
dwindled

E

earlier
eastern
eastward
earnings
earnestly
economize
economically
efficient
elsewhere
eloquent
elevator
electrical
electricity
eliminated
employees
embankment
embarked
embarrassed
embarrassment
enterprise
enthusiastic

enumerated
encumbered
encouragement
endeavor
endeavoring
engineer
endorsement
ensealing
encroaching
envelop
entertained
enormous
endorsed
encounter
enroute
equity
equipped
equivalent
equitable
error
erroneous
estimated
essential
expenditure
examination
excavated
excavation
executor
executrix
exhausted
exhaustless
exhilarating
excrescences
exuberance
exertion
external
excellent
exchange

expansion
exceedingly
exchangeable
excessive
exemplified
exports
exposure
expanded
exultation

F

factory
fac-simile
fascination
facilitate
fastened
fatigue
fertilize
financial
fluctuate
fluctuation
forced
forbid
forbidding
formula
foreign
frontiers
foundation
formidable
fragments
fraternal
franchises
fraudulent
furnace
future
furniture

G

gallery
galvanized

generation
gigantic
girders
glazed
grading
gradual
gratitude
guarantee
guardianship

H

harrass
harrassed
habitual
harmony
handle
headquarters
heretofore
hereinafter
hereditary
hereditaments
hindrance
hosiery
hounding

I

identical
identified
illustrated
illustration
illusion
important
importance
immense
impetus
implement
impression
immediately
indicate
indicating

indication
indebtedness
inestimable
intentional
inexcusable
indenture
intercourse
infringing
injunction
individual
inducement
incentive
inappropriate
independent
ingenuity
incarceration
innocent
installment
inclusive
indiscriminating
integrity
intimately
incompetent
intrinsic
insurrection
internal
interior
inclination
incompatible
indignantly
intentional
interwoven
intrepid
infamous
industry
industrial
introduction
incidental
insult
interposition
indifferent
instrument
intelligence
inevitable
inconvenience
insurance
instance
institution
ingratitude
indolent
inflict
insolent
insolvent
inviolate
investigation
irrevocably
iridescent

J

jambs
jeopardize
jobber
joists
judgments
judiciary
jurisdiction

K

kidnap
kidnapped
kiln-dried
knack
knavery
knavish
knob
knobbed
knot
knotted
knotty
knurl

L

landlord
laborers
legacies
levy
legislature
legislative
legislation
lengthened
licensed
limited
limitation
linseed
liquidate
literature
lien

M

magazine
married
machinery
manufactured
manufacturing
majority
materially
manifest
manager
maintained
maintenance
matured
maturity
manipulate
margin
matched
malice
masticate
mentioned

medium
membership
mechanic
mechanical
misfortune
misunderstanding
mischief
misapplication
misrepresented
mixed
mixture
mortgage
modification
modern
momentous
municipal
muttered
mutually
multiplicity

N

narrow
narrowness
natural
naturalization
negotiate
negotiating
necessity
nodded
non-payment
non-acceptance
non-collection
northern
northward
nourished

O

obedient
obligation
occupancy
officer
oft-repeated
operatives
ornamented
organized
organization
ordinary
original
outstanding
outweighed
overwhelming
ownership

P

patron
patronize
patriotic
partiality
patriotism
par
passenger
penalty
periodical
perused
petitioning
permanent
personally
pests
perpetually
perceiving
pediment
perceive
perilous
perplexed
perishable
perceptible
permanency
persuaded
penetrate
petitioner
phosphate
physical
pillar
plaintiff
plowing
precision
premature
profit
premium
professional
protracted
prismatic
precipitate
process
provocation
pursuant
pursuance
propriety
previously
prisoner
prosecute
promissory
proceeding
present
presence
presentation
hindermost
prosperity
prudent
preconcerted
proclaimed
privilege
preservation
played
plinths
pneumatic
positively

prefer
preference
printer
prominent
protect
pronounced
predominate

Q

quality
qualification
quantity
quotation

R

ratify
rate-cutting
radical
recommend
recommendation
remittance
release
remise
relation
resolution
rendered
resistance
reflection
repeatedly
retirement
rectify
reminiscences
remonstrated
resort
reluctant
rebellion
repugnant
reservoir
requirements
registered
reaction
relative
recovery
reconciled
reconciliation
recognizable
re-organization
remunerative
reputation
ridiculously
ribbed

S

salesrooms
samples
sacrifice
sacrificed
safeguard
satisfy
satisfied
satisfaction
serviceable
securities
secretary
severally
semi-circular
serrated
sentiment
selfishness
sheathed
shakes
sharply
shelled
silk
slighted
solicit
solicitation
solicitude
solicitor
soliciting
society
sold
southern
southward
speculate
speculating
special
specialty
specifically
specify
specification
square
standard
stationery
stationary
stability
starvation
supervisor
supervision
supplement
supplemental
supplementary
surrogate
successors
superstition
suspended
sustained
suspicion
subscription
substantial
substantiate
summons
sworn
swindling
system
systematic

T

testament
testimonial
testamentary
telegram
terminals
tenant
threadbare
therewith
thunder
traffic
transport
transporting
transmitted
transoms
tranquil
tradesman
tremendous
travelers
transfer
transferred
transferable
treacherous
trimmed
tribunals
triumph
thrift
tympanums

U

ultimate
ultimately
undervalue
undervalued
unforeseen
unmarried
unanimous
unfrequently
unaccountable
unexpectedly
uncertainty
unawares
unfortunate
unlicensed
unqualified
unquestioned
unmistakable
unmindful
unfilled
undergoing
underlying
unprecedented
unsatisfactory
unsuspecting
uninterrupted
unwarned
unwarrantable
usefulness
utterance

V

vary
variances
various
valid
verify
verified
verdict
vegetable
velvet
virtue
violence

W

ware
wanes
wainscot
wainscoted
wainscoting
warrant
warranted
well-assorted
weevil
weevily
westward
wharves
wholesale
witness
widespread
workmanship

X

xanthine
xanthate
xanthium
xanthamide
xebec
xenodochy
xylitone
xyloid
xylograph
xylography
xylophone
xyster
xystus

Y

yacht
yesterday
yellow
yield
yielded
yielding

Z

zeal
zealous
zinc
zigzag
zigzagging

Abbreviations.

Et Cetera.....etc., &c.
Hundred weight .....cwt.
Merchandise .....Mdse.
Administrator .....Admr.
Administratrix .....Admx.
Attorney .....Atty.
Against .....v. or vs.
Assistant .....Asst.
And others .....et al.
Common Pleas .....C. P.
Defendant .....Deft.
Plaintiff .....Pltf.
Post Office .....P. O.
Post Master .....P. M.
Superintendent .....Supt.
God Willing .....D. V.
Avenue .....Av. or Ave.
Ad libitum .....ad lib.
Id est (that is) .....i. e.
Manuscript ...MS. (pl. MSS.)
Postscript .....P. S.
Pro tempore (for the time) pro tem.
Secretary .....Sec.
Senior .....Sr.
Junior .....Jr.
Take Notice .....N. B.
Videlicet (namely) . . . . . viz.
All correct .....O. K.
Captain .....Capt.
Lieutenant .....Lieut.
Adjutant General ...Adj. Gen.
Next month .....prox.
Before Christ .....B. C.
In the Christian Era.....A. D.
Agent .....Agt.
Forenoon .....A. M.
Afternoon .....P. M.
Noon .....M.
This month .....inst.
Last month .....ult.
Account .....acct., a-c.
Barrel .....bbl.
Brother .....Bro.
Care of .....c-o.
Credit .....Cr.
Debtor .....Dr.
Cash on delivery.....C. O. D.
Dozen .....doz.
Draft .....Dft.
Errors excepted.....E. E.
Errors and ommissions excepted E. & O. E.
Doctor of Divinity.....D. D.
Bachelor of Laws.....LL. B.
Doctor of Laws.....LL. D.
Doctor .....Dr.
Doctor of Medicine.....M. D.
Reverend .....Rev.
President .....Pres.

Mister .....Mr.
Mistress (pronounced Misses) Mrs.
Messieurs (Fr. plural of Mr.) Messrs.
Madame (Fr.).....Mme.
Mesdames (Fr. plural)..Mmes.
Honorable .....Hon.
Esquire .....Esq.
Governor .....Gov.
Chancellor .....Chanc.
Vice-Chancellor .....V. Chanc.
Vice-President .....V. Pres.
Professor .....Prof.
General .....Gen.
Lieutenant General....Lt. Gen.
Major General.....Maj. Gen.
Brigadier General...Brig. Gen.
Colonel .....Col.
Lieutenant Colonel....Lt. Col.
Manufacturing ...Mfg., Mnfg.
Namely .....SS., ss.
For example.....e. g.

Foreign Phrases.

Ad libitum .....at pleasure.
Alias .....otherwise.
alibi .....elsewhere.
bona fide .....genuine.
contra .....against.
carte blanche..with full power.
debut .....first appearance.
ex officio....by virtue of office.
en mass.....in a body.
in toto....in the whole—entire.
interim.....in the meantime.
mal a propos.....ill-timed
nee.....family name.
nom de plume..assumed name.
non compos mentis of unsound mind.
per capita.....by the head.
per diem .....by the day.
per se.....by itself.
prima facie.....on first view
pro et con.....for and against.
tete a tete.....face to face.
verbatim et literatim—word for word and letter for letter.
Vice versa...the case being reversed.
Viva voce...by word of mouth.

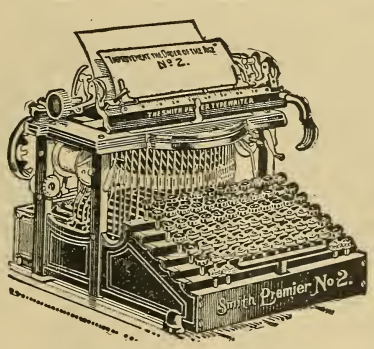
Abbreviations of States and Territories in the United States.

Ala.
Alas. T.
Ariz.
Ark.
Cal., Calif.
Colo.
Conn., Ct.
Del.
D. C.
Fla.
Ga.
Ia.
Ida.
Ill.
Ind.
Ind. T.
Kans., Ks.
Ky.
La.
Md.
Mo.
Mass.
Me.
Mich.
Minn.
Miss.
Mont.
N. C.
N. Dak.
N. J.
Neb.
N. H.
N. Mex. T.
N. Y.
Nev.
O.
Okla. T.
Ore.
Pa., Penn.
R. I.
S. C.
S. Dak.
Tenn.
Tex.
U.
Va.
Vt.
Wash.
W. Va.
Wis.
Wyo.

The SMITH PREMIER TYPEWRITER

with its Complete Key-board is the machine best adapted for the rapid acquirement of

"THE TOUCH SYSTEM"



EVERY STUDENT

Should become expert in the operation of the SMITH PREMIER TYPEWRITER, to avail himself of the privilege of accepting

EXCELLENT POSITIONS

which arise in connection with our EMPLOYMENT BUREAUS established at each Branch Office throughout our system. ℚ *Send for Art Catalogue, free.*

The Smith Premier Typewriter Co., Syracuse, N. Y.

PHILADELPHIA OFFICE: 23 South Eighth Street.

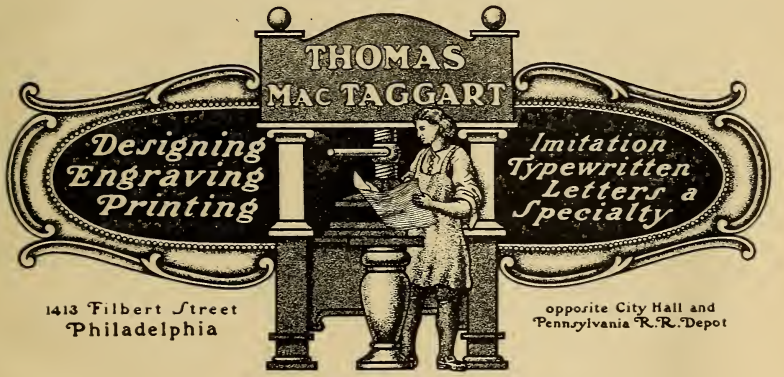
A Monthly Magazine Devoted to the Shorthand Profession.

This monthly publication is invaluable to stenographers. Each number is full of practical advice and suggestions for the reader, teacher or student. Keeps you fully posted and up to the times in matters concerning the shorthand world. It is patronized by many of the ablest men in the profession. Each month it brings to you fac-simile notes of the best writers of the Isaac Pitman, Benn Pitman, Graham, Munson, Gabelsberger-Richter, Osgoodby, Longley, Roger's Compendium of Graham, Scott-Browne, Searcy, Hemperley and other systems at intervals. Its special departments are Court Reporting, Correct English, Women's Department, Chats, Graphology and Literary Department. Its pages are filled with news, correspondence, short stories, editorial items and matters of general interest to the shorthand profession. Subscription price for one year, $1.00, single copy, 10 cents.

YOU CANNOT AFFORD TO BE WITHOUT IT. SUBSCRIBE NOW.

THE STENOGRAPHER, 1413 Filbert St.

Philadelphia, Pennsylvania.


THOMAS
MAC TAGGART
Designing
Engraving
Printing
Imitation
Typewritten
Letters a
Specialty
1413 Filbert Street
Philadelphia
opposite City Hall and
Pennsylvania R.R. Depot

SEP. 30 1902

LIBRARY OF CONGRESS
0 028 940 612 8